

504 LOAN APPLICATION CHECKLIST

Please provide the following documents and information

IMPORTANT:

- = These items are required with ALL loan application packages.
- Please sign and date each tax return or business financial statement that you submit with this application.

BUSINESS INFORMATION

- Business Financial Statements for the last 2 years
- Business Tax Returns for the last 2 years
- Business Interim Financial Statements (*current within 90 days*)
 - Balance Sheet and Income Statement
 - Aging of Accounts Receivable
 - Aging of Accounts Payable
- Business Debt Schedule (*form attached*)
- Projections (*required for start-ups or businesses involved in a major expansion – form attached*)
- Month By Month Cash Flow Projection (*Start-Ups only – form attached*)

PERSONAL INFORMATION (for each individual with 20% or greater ownership)

- Personal Financial Statement (*current within 90 days – form attached*) – **May use bank form**
- Personal Federal Income Tax Returns (*for the last year*)
- Personal Information Sheet (*form attached*)

PROJECT COST INFORMATION

- Purchase Agreement
- Construction Cost Proposal or Contract
- Equipment Bids

OTHER INFORMATION

- Affiliate Financial Statements – Federal Income Tax Returns for the last 2 years
- Franchise Information - Franchise Agreement & FTC Disclosure Statement provided by Franchisor
- IRS Form 4506-T (*form attached, please sign and date – we will fill out the rest of the form*)

BUSINESS FINANCE GROUP INFORMATION

- Application Assistance Agreement
- Application Deposit check payable to Business Finance Group Inc. - \$2,000